

**ADMINISTRATIVE - INTERNAL USE ONLY**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240017-1

29 SEP 1964

MEMORANDUM FOR: Chief, Logistics Services Division, OI  
THROUGH: Chief, Records Administration Staff, OD/S  
THROUGH: Chief, Physical Security Division, OS  
SUBJECT: Request for Secure Area, Room GH-19, Headquarters Building

1. The reference facility of the Map Library Division, Office of Research and Reports is physically located in room GH-19, Headquarters Building. This element is responsible for providing a map reference service to all Agency components located in the Headquarters Building.

2. It is requested that room GH-19 be converted to a secure area to eliminate the necessity of securing seventy-six five-drawer map case sections with twenty-five combination type padlocks and six combination lock four-drawer safes containing classified material through SECRET. A minimum of thirty minutes a day is required to open and close the map cases.

3. If any additional information is necessary in regard to this request, please contact [REDACTED]

FOR THE ASSISTANT DIRECTOR, RESEARCH AND REPORTS:

[REDACTED]  
Chief, Administrative Staff

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UNCLASSIFIED		<input checked="" type="checkbox"/>	CONFIDENTIAL		<input type="checkbox"/>	SECRET	
<b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b>							
TO	NAME AND ADDRESS				DATE	INITIALS	
1	PSD, Office of Security						
2	4E-06, Headquarters						
3							
4							
5							
6							
		ACTION		DIRECT REPLY		PREPARE REPLY	
		APPROVAL		DISPATCH		RECOMMENDATION	
		COMMENT		FILE		RETURN	
		CONCURRENCE		INFORMATION		SIGNATURE	
		<input checked="" type="checkbox"/>					
<b>Remarks:</b>  <p style="margin-left: 40px;">Subject: Request for Secure Area, GH-19, Headquarters</p>  <p style="margin-left: 40px;">Examination of this request indicates that this is basically a Security problem rather than a Records Management problem.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p style="margin-left: 40px;">Chief, Records Administration Staff/DD/S</p>							
FOLD HERE TO RETURN TO SENDER							
FROM: NAME, ADDRESS AND PHONE NO.						DATE	
604 - 1016 16th St.						10/5/64	
UNCLASSIFIED		<input checked="" type="checkbox"/>	CONFIDENTIAL		<input type="checkbox"/>	SECRET	

FORM NO. 2-61 237 Use previous editions

(40)  
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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Chief, Records Administration		10/1/64		
	Officer - 604-1016-16th St				
2	PSD, Room 4E-06, Hdqrs.				
4	Building				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
ST/A/RR 4F-29 Hdqrs. Bldg.				9/29/64	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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